

**DISTRICT CONSULTATION COUNCIL**  
**October 26, 2015**

**SUMMARY**

**MEMBERS PRESENT:** Brenda Carpio, Dana Clahane, Victoria Deemer, Cathy Dunne, Richard Fee, Adam Gottdank, Jolena Grande, Tina Johannsen, Sharon Kelly, Cherry Li-Bugg, Deborah Ludford, Rod Lusch, Valentina Purtell, Irma Ramos, Greg Schulz, Bryan Seiling, Bob Simpson, Pete Snyder, Kai Stearns Moore, and Fred Williams.

**VISITORS:** Joanne Armstrong, Dione Carter, Jesse Crete, Charlene Egizi, Kassandra Flores, Jorge Gamboa, Martha Gutierrez, Raine Hambly, Danielle Heinbuch, Julie Ornelas Smith, and Jennifer Perez.

**SUMMARY:** The summary of the September 28, 2015, meeting was approved as amended.

**PLANNING ITEMS**

**Budget Update:** Chancellor Fred Williams shared with the body that Student Equity funding for the District has been allocated by the State and totals \$3.6 million for 2015-16, with a 4% allocation to district-wide equity initiatives.

**Adult Education Block Grant (AEBG)/North Orange County Regional Consortium (NOCRC) for Adult Education:** Valentina Purtell, SCE Provost, and Jesse Crete, AEBG NOCRC Project Director, provided an overview of the Adult Education Block Grant and its 2015-16 implementation that included a historical perspective of adult and non-credit education in California. Under the \$500 million state-wide grant, 71 regional consortia were formed, based on community college district boundaries, to implement regional plans for adult education in order to receive non-credit apportionment funding. The North Orange County Community College District, along with the Anaheim Union High School District, Fullerton Union High School District, Placentia-Yorba Linda Unified School District, Los Alamitos Unified School District, and the Garden Grove Unified School District, have partnered to form the North Orange County Regional Consortium. Instructional areas for the NOCRC include the following seven program areas: 1) elementary and basic skills; 2) classes for immigrants; 3) programs for adults with disabilities; 4) short-term non-credit CTE programs; 5) pre-apprenticeship programs; 6) older adults entering or re-entering the workforce; and 7) adult and older adult programs to support elementary and secondary school children. Emphasis was placed on the need for additional space and personnel – funded by the block grant – to better equip the District to house the potential students and programs. Those interested in learning more about the AEBG were invited to attend NOCRC meetings on the third Thursday of the month at 3:30 p.m. at the Anaheim Campus.

**Proposal for Dissemination of District Committee Meeting Materials:** Dana Clahane, United Faculty Vice President, continued the discussion on the best method of disseminating agenda materials and minutes for district-wide committee meetings. Dr. Clahane's recommendations largely centered on the distribution of meeting materials via email to all District staff in a specific time frame, and the addition of an archive of meeting materials on the District's web site for all Brown Act meetings. During the ensuing discussion, concern was expressed over the deluge of emails that would create; the cumbersome agenda materials; the

lack of sufficient time to review agenda materials; issues with MyGateway; and internal information being made accessible to the public. Chancellor Williams noted that he would take the discussion back to Chancellor's Staff in order to attempt to find a solution.

**Request for Additional Position:** Vice Chancellor Irma Ramos introduced Danielle Heinbuch, District Manager of Human Resources, to highlight the rationale and demonstrated need for the new Human Resources Coordinator position, presented with the support from the Council on Budget and Facilities. The new Confidential position would be responsible for overseeing: MIS reporting and IPEDS; the recruitment process, coordinating trainings and workshops; development of new class specifications, assisting with the job measurement committee; analysis of the Affordable Care Act data and reporting; assisting with position control; and assisting with the implementation of technology initiatives. While concern was expressed over the need of the position, salary and title, ultimately there was general consensus – with two neutral votes – to approve the Human Resources Coordinator position.

**Strategic Plan Fund Packet:** Subsequent to a brief discussion on the District's strategic planning efforts, the Strategic Plan Fund Packet, including the Process and Selection Criteria, Application Packet (with a corrected awards date), and the Evaluation Form, was approved.

**Innovation Fund Packet:** Vice Chancellor Cherry Li-Bugg introduced the discussion on the Innovation Fund by noting that responsibility of the fund had transitioned to the Office of Educational Services and Technology, and the fund's timeline has been shifted to align with that of the Strategic Plan Fund. The DCC approved the Innovation Plan Fund Packet to include the 2016-17 Operating Procedures (with the change from "Innovation Fund Ad Hoc Workgroup" to "Innovation Fund Workgroup"), 2016-17 Innovation Fund Application, and Innovation Fund Project Review Form. Additionally, Dr. Li-Bugg requested that names of those interested in participating in the Innovation Fund Workgroup be submitted by the faculty senates in February 2016.

**Fullerton College Carebank:** Kassandra Flores, Fullerton College Associated Students representative, asked the DCC for funding source suggestions in order to help sustain the Fullerton College Carebank. Currently, the Carebank receives funding from Associated Students, one-time staff salary deductions, and donation box contributions. The funding is then used to help students with necessary resources. During the discussion it was noted that equity funds cannot be used to assist the Carebank, and staff were waiting on the opinion of the District's legal counsel to see if general fund dollars can be used to fund the Carebank. This item will return at the next meeting to allow for additional discussion.

## **POLICY ITEMS:**

**New/Revised Board Policies/Administrative Procedures:** The following new/revised Board Policies/Administrative Procedures were discussed for consideration:

### **Chapter 3: General Institution:**

- **Revised AP3515, Reporting of Crimes:** AP3515 was originally presented at the August meeting with revisions to address violent crime, sexual assault, and hate crime reporting requirements for districts that participate in the Cal Grant Program pursuant to Ed Code and updates to the "Reference" section. This item returns for a third reading with the addition of new Section 5.0. **This item will return in November for consideration.**

- **Revised AP3560, Alcoholic Beverages:** AP3560 was revised to emphasize the requirement of Board of Trustees approval prior to offering alcoholic beverages on any property of the District. This item returned for a third reading to discuss Section 2.0 and concerns with possession and unopened containers. Legal counsel advised that unopened containers on campus constitute a misdemeanor, and further advised the addition of “beer and wine” in Section 3.1. **There was consensus to approve revised AP3560 and it will now be posted on the District’s website.**
- **Revised BP/AP3540, Sexual Assaults ~~on Campus~~ and Other Sexual Misconduct:** BP/AP3540 have title changes and the addition of Education Code 67386 in the legal references and text of the documents. AP3540 was further revised to include the requirements of SB 967, known as the “yes means yes” law, and identification of campus and District Title IX coordinators. **There was consensus to approve revised BP3540 and it will now be forwarded to the Board of Trustees for consideration. Consensus was also reached on AP3540, and it will now be posted on the District’s website with a noted correction to the Fullerton College Title IX Coordinator.**

#### Chapter 7, Human Resources:

- **Revised AP7120-6, Employment of NonClassified Short-Term Employees and Substitute Employees:** was presented as a first reading with legally required revisions due to implementation of the Healthy Workplaces, Healthy Families Act of 2014. **There was consensus to approve revised AP7120-6 and it will now be posted on the District’s website.**
- **Revised AP7120-7, Employment of Student Employees:** was presented as a first reading with legally required revisions due to implementation of the Healthy Workplaces, Healthy Families Act of 2014. **There was consensus to approve revised AP7120-7 and it will now be posted on the District’s website.**
- **Revised AP7120-8, Employment of Professional Experts:** was presented as a first reading with legally required revisions due to implementation of the Healthy Workplaces, Healthy Families Act of 2014. **There was consensus to approve revised AP7120-8 and it will now be posted on the District’s website.**
- **New BP/AP7160, Professional Development:** These were created by CCLC to address the professional development needs for employees, and returned for a third reading due to the additional time requested for review. **Consensus among the group was that additional language should be incorporated into BP7160, therefore both items will return for future consideration.**
- **Revised AP7330, Communicable Disease Certification:** This item was presented for a second reading, and was revised to delete the reference to the Orange County Department of Health in Section 2.2 as it no longer provides chest x-rays for county agency employees. Concern was expressed over language contained within Section 1.1 which legal counsel has advised is legally required and intentionally vague. **There was consensus to approve revised AP7330 and it will now be posted on the District’s website with the addition of the Education Code language to the reference section.**

#### **Chapter 4: Academic Affairs:**

- **Revised BP4250, Probation, Dismissal, and Readmission:** The School of Continuing Education revised both BP and AP 4250 to include Non-Credit Program Students by creating a new section 2.0 in both the policy and administrative procedure. AP4250 was approved at the August meeting, but BP4250 was not approved due to concern with Section 2.1.5.2. This item returns for a third reading with changes made to Sections 1.1.6.3 and 2.1.5.2. **This item was pulled and it will be taken back to the Student Team for further review.**

#### **Chapter 5: Student Services:**

- **Revised AP5050, Matriculation:** This was revised to reflect updated Accreditation Standards, change the title to match BP5050, and new sections 2.3, 2.4, 2.6, and 3.3.7, and returned for a third reading. **This item was pulled and it will be taken back to the Student Team for further review.**

**ADJOURNMENT:** The meeting adjourned at 4:27 p.m.